

**CALHOUN COUNTY
BOARD OF COMMISSIONERS
POLICY STATEMENT**

SUBJECT: EMPLOYEE <u>JOB</u> CLASSIFICATION & COMPENSATION	DATE APPROVED: <u>6/16/16</u>	EFFECTIVE: Immediately	POLICY NO. 310
		REPLACES: 315 Adopted <u>6/20/13</u>	

I. EMPLOYEE CLASSIFICATION

A. **At-Will Employment:** Except as otherwise provided by law, Non-Union Employees, Department Heads, Appointed Officials, and Deputies to Elected Officials are At-Will Employees. This means that the Employer may terminate the employment relationship with the Employee at any time, with or without cause or notice. While the Employer may elect to follow a progressive discipline procedure, there is no obligation whatsoever to do so and is at the sole discretion of the Employer. The County Administrator/Controller has the sole authority to enter into an Agreement that is contrary to At-Will employment, and to be enforceable, such an Agreement must be in writing, signed by the Administrator/Controller, and notarized.

B. **Employee Status Definitions:**

Full-Time Employee – A full-time Employee is an Employee whose normal work schedule is at least eighty (80) hours per each two (2) week pay period or a School Nurse whose normal work schedule is at least seventy-five (75) hours per each two (2) week pay period.

Part-Time Employee – A part-time Employee is an Employee whose normal work schedule is less than eighty (80) hours per each two (2) week pay period.

II. JOB CLASSIFICATION SYSTEM

A. **Job Descriptions:** Current job descriptions are maintained by the Human Resources Department for all positions. Each job description includes a descriptive title, a summary of purpose, a list of typical duties and responsibilities, job qualifications and working conditions. The Employer may modify any job description at its discretion. Each Employee will be given a copy of his/her job description at the time of hire, promotion, transfer, or when the job description is changed.

B. **Job Classification:** The Employer has established rates of pay and job classifications for all positions. Positions are classified according to the duties and responsibilities listed in the job descriptions, in coordination with a job analysis

process. As part of the job analysis process, points are assessed for eight separate factors, including: 1) Education and Work Experience; 2) Judgment and Independence of Action; 3) Internal and External Relations; 4) Supervisory or Managerial Responsibility; 5) Job Complexity; 6) Responsibility for the Rights, Well-Being, and Safety of Others; 7) Impact on Programs, Services and Operations; and 8) Working Environment. Positions are then classified appropriately based on the job analysis points assessed, internal equity, and market trends.

- C. Job Reclassification:** If the duties and responsibilities of an established position are permanently and significantly changed, or if it is believed that a position is misclassified, the following action should be taken:

First, the responsible Department Head, Appointed Official or Elected Official (hereinafter referred to as Department Head) should request of the Human Resources Director a position re-evaluation. Requests for re-evaluation should be limited to once in a 12 month time period.

Second, the position incumbent and the incumbent's Department Head will be asked to document in writing the position's job duties and responsibilities, through the completion of a Job Analysis Questionnaire. The questionnaire and any supporting documentation should be forwarded to the Human Resources Director where it will be provided to the Reclassification Committee for evaluation and recommendation to the County Administrator/Controller. When the Reclassification Committee has reviewed the position and formulated a decision based upon all relevant information, the County Administrator/Controller will be notified of the results. The County Administrator/ Controller will review the recommendation and also take into account the financial policies and capabilities of Calhoun County. Following the review, the responsible Department Head and the position incumbent will be notified of the results.

Upon approval of the County Administrator/Controller that the existing position be reclassified to a higher pay grade, the pay will be increased to the first step in the new range that will provide the Employee with a pay increase of at least 5%. In unique circumstances, the Administrator/Controller may increase the pay to a higher step. Such a reclassification will result in a new position date. The new position date will be utilized for future step increases.

When an Employee's job is reclassified to a lower pay grade because a reevaluation indicated reduced duties, a pay reduction may or may not occur. This should be determined on a case-by-case basis, depending upon circumstances of each individual reclassification.

The reclassification will become effective the first day of the pay period following approval by the County Administrator/Controller. In cases where an Employee has already assumed the duties of a position that has been approved in the reclassification process, the effective date and any retroactivity of wages will be granted back to the date on which the reclassification request was submitted.

D. Job Transfers: When a job opening occurs pursuant to the provisions of Board Policy 306 (Job Openings) an Employee may apply for a transfer to the open position. A transfer is defined as one of the following:

- The movement of an Employee from the department in which the Employee is currently assigned to another department,
- The movement of an Employee within the department in which the Employee is currently employed,
- An Employee has been assigned a new classification by the Department Head.

Movement shall mean the Employee has applied for and is awarded a new classification in another department or within their current department.

A transferred Employee shall not be deemed to have terminated employment. Therefore, a payout of any benefit will not occur, but rather accrued benefits shall transfer with the Employee. Future benefits will be earned in accordance with Board Policy or the labor agreement that covers the position that the Employee is transferring into.

When an Employee is transferred to another position within the same pay grade, the rate of pay will not be reduced or increased

III. COMPENSATION SYSTEM

A. Job Compensation: The objective of the compensation system is to provide an appropriate salary structure to effectively recruit and retain quality Employees. The compensation system includes schedules of pay grades and salary ranges consisting of minimum and maximum rates of pay, as well as steps within each grade. The classification structure (grades) will be linked to the job analysis criteria identified in Section II B.

B. Wages:

Elected Officials: The salary for Elected Officials (excluding Judges) is determined by the Board of Commissioners. Circuit, District and Probate Judge's salaries are established by state law as a percentage of the salary paid to a Justice of the State Supreme Court. The Board of Commissioners must approve the resulting County paid salaries in order to qualify for full state reimbursement. Salaries of the Justices of the Supreme Court are set by the State Officers' Compensation Commission.

Deputies to Elected Officials: The pay rate for each Elected Official's Deputy position shall equal 90% of the Elected Official's annual salary.

Other Non-Union Employees: A separate salary schedule has been established for other non-union Employees. On each anniversary of the Employees position date, the Employee shall advance to the next step in the pay range.

Starting Pay Rates: Starting rates of pay should normally be at the minimum of the assigned pay grade. Starting pay that is higher than the minimum of the assigned pay grade may be acceptable for such reasons as relevant education and/or work experience that exceed the minimum employment requirements, market comparables or other unique situations. In such cases, starting rates above the minimum must be approved by the County Administrator/Controller.

Employee Classification Definitions:

Non-Exempt - Non-Exempt Employees, as defined by the Fair Labor Standards Act, are required to be paid at least the federal and applicable state minimum wage for all hours worked. Non-exempt Employees shall be required to account for all time worked on an hourly basis and will receive compensatory time at a rate of one and a half (1 ½) for all hours worked over forty (40) in a work week.

Exempt Employee - Exempt Employees are defined as Employees who, based on duties performed and manner of compensation, shall be exempt from the Fair Labor Standards Act minimum wage and overtime/comp-time provisions. Exempt Employees shall be paid an established annual salary and are expected to fulfill the duties of their positions regardless of hours worked.

C. Compensatory Time:

Eligibility: Non-Exempt (Hourly) Employees are entitled to compensatory time benefits. Exempt Non-Union Employees, Department Heads, Appointed Officials, Elected Officials and their Deputy are not eligible for compensatory time benefits.

Benefit: Employees may be required by their supervisor to work beyond their normal work schedule from time to time. As a condition of employment, Hourly Non-Exempt Employees will accrue compensatory time at a rate of one and one-half (1 ½) hours for each approved hour actually worked in excess of forty (40) hours in a work week instead of receiving overtime pay. Compensatory time shall not accrue in excess of one hundred (100) hours.

The Employer reserves the right to schedule time off for the Employee to liquidate or reduce accrued compensatory time.

Benefits At Termination: Upon termination, earned and accrued compensatory time will be paid out the pay period following the Employee's termination date at the Employee's current rate of pay at termination.

Payment at Death of Employee: Unpaid wages and benefits due to a deceased Employee shall be paid in accordance with the beneficiary designation filed by the Employee for the County provided term life policy. In the absence of a valid beneficiary designation, payment shall be made pursuant to statute.

D. Longevity:

Eligibility: All full-time County Non-Union Employees, Department Heads, Appointed Officials, Elected Officials and their Deputies (excluding the Board of

Commissioners) hired before January 1, 2010 are eligible to receive longevity payments. Employees hired on or after January 1, 2010 are not eligible for longevity benefits.

For Registered Nurses hired prior to January 1, 2006 that were eligible to receive a maximum longevity bonus of \$1,500 shall be grandfathered with that maximum. Registered Nurses hired prior to March 20, 2003 shall be covered under the County Non-Union benefit provisions listed below. Any Registered Nurses hired after March 20, 2003 are not eligible for a longevity bonus.

Benefits: Longevity benefits shall be determined on an Employee's anniversary date of hire each year. All full-time Employees who have completed a minimum of five (5) years of continuous service with Calhoun County shall receive longevity benefits calculated on the following scale for each full year of continuous service.

	<u>Amount per year of Service</u>	<u>Maximum per year of Service</u>
Elected Officials	\$60.00	\$1,200.00
Deputies to Elected Official	\$60.00	\$1,200.00
Appointed Officials	\$60.00	\$1,200.00
Department Heads	\$60.00	\$1,200.00
County Non-Union Employees	\$50.00	\$1,200.00

Payment: Longevity benefits shall be paid in the same pay period in which the Employee's anniversary date falls.

Benefits At Termination: There shall be no pro rata longevity payments upon an Employee's termination.

E. Direct Deposit: As of January 1, 2012, all Employees utilizing direct deposit and all new hires are required to be paid by direct deposit.

F. Severance Payment: In the event that members of the County Administrative-Executive team reporting to the Administrator/Controller are terminated from employment without cause, they shall be entitled to bi-weekly salary continuation for a period of three months from the date of termination unless otherwise covered in an Employment Agreement. For purposes of this section only, "cause" shall be defined as the following: 1. Dishonesty, theft, or breach of fiduciary duty; 2. Conviction of any felony; and 3. Breach of any laws, rules, and/or regulations related to the duties and functions of their respective positions. There shall be no entitlement to insurance benefits upon termination, except as otherwise provided by law in accordance with COBRA.